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Investigations Training

The Department of Human Resources EEO/AA Division is offering an interactive investigations course on May 14, 2014, to assist individuals who are designated as responsible for investigating discrimination and harassment complaints. Agency legal counsels are also encouraged to attend. To register or learn more about the course, please click this [link](#).

Performance Management Desk Guide

The new Desk Guide for the Performance Management Program has been revised to include the new workflow and added feature of the all-in-one template in Edison. This guide is available [here](#) and located on the [DOHR-PM webpage](#). Please distribute this easy to use guide to your raters, reviewers, and appointing authorities. We would like to give recognition and say “thank you” to Penny Griffith with the TN Department of Education for her assistance in helping us compile this new Performance Management tool. Please click the [link](#) to find more information about the new guide.

Position Establishment/Reclassification

As everyone should be using the new position establishment/reclassification form, in lieu of the old PCQ, we’d like to take a moment to address a few issues. When we receive these forms we scan them to maintain a reference of each position’s history. Often, we receive forms that are illegible and not suitable for scanning. We have to send those back to you for clearer copies. We took a look at the form and noticed a few things: 1) the shading we use doesn’t scan well, 2) the font size in description boxes is sometimes too small to read, and 3) only black ink scans well. We’re going to remove the shading from the boxes and we ask agencies to please use larger fonts when completing the forms (use attachments* to completely describe duties, etc., if necessary) and please ensure all signatures are in black ink only.

*We’d prefer all the information be included on the form when it can be easily read, but understand there will be times when there is too much to ‘cram’ into a limited space. For more information, please contact the Class/Comp Division at (615) 741-5561.

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Performance Coaching Workshops

Coaches in the sports arena must be prepared to make adjustments based upon how the team is performing. They constantly change strategies, utilize the talent of each player, and evaluate what is needed to win the game. In the workplace, managers and supervisors have to constantly make changes in order to help their employees become high performers – they too must become a coach. Coaching is not only a tremendous responsibility of leadership, it is a leadership style.

DOHR has designed and is implementing a coaching model that managers use to help their employees achieve the goals on their S.M.A.R.T. performance plans. The Coaching Model was designed specifically for the state of Tennessee. It is the state's comprehensive model for teaching the strategic leadership coaching competency to managers and supervisors. The Coaching Model is a performance management tool designed to enhance employee engagement and foster a high performing work environment. It prepares managers and supervisors to engage in coaching conversations with employees in an effort to meet job performance goals.

DOHR has acquired the services of eleven highly qualified learning facilitators that will provide workshops in Performance Coaching across the state through June 30, 2014. Open workshops in the Nashville area will be held daily, from 8:00-12:00 p.m. and from 12:30-4:30 p.m. To register for an open workshop, please go to:
<https://adobeformscentral.com/?f=zDhfq2zPSTvZQjwSzz32NA#>.

Performance Coaching workshops will also be offered on an agency specific basis. Please contact Antonio.Q.Meeks@tn.gov to request a learning facilitator to engage your respective agency in Performance Coaching.

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